

State of Alabama Unified Judicial System Form PERS -25 Rev. 04/08	REQUEST FOR CERTIFICATION			Date of Request
PART I - REQUEST				
A. POSITION INFORMATION				
Class of Position (Check One)		Position Number	Previous Incumbent	Date Position Vacated
Court Specialist I	05001			
Court Specialist II	05002			
Court Specialist III	05003			
Court Specialist IV	05004			
Court Spec/Supv	05005			
ADDRESS OF OFFICE ORGINATING REQUEST:			Contact:	

			Phone Number: _____	
B. TYPE OF APPOINTMENT: <input type="checkbox"/> Original <input type="checkbox"/> Promotion <input type="checkbox"/> Reinstatement <input type="checkbox"/> Temporary <input type="checkbox"/> Trainee TYPE OF EMPLOYEE: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time				
C. FURNISH THE FOLLOWING INFORMATION ON SPECIFIC APPLICANTS DESIRED FOR CONSIDERATION				
Complete Name(s)	Soc. Sec. No.	Current Address	Attach Application	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
D. REMARKS: NOTE: FORMS CAN BE OBTAINED FROM http://eforms.alacourt.gov/ and click on Human Resources.				
E. TYPED NAME & TITLE OF ADMINISTRATOR			SIGNATURE OF ADMINISTRATOR	
PART II – CERTIFICATION AND APPROVAL				
A. Job Code	Entrance Salary	SIGNATURE OF JUDICIAL HUMAN RESOURCES DIRECTOR		DATE
B. REMARKS:				
PART III – CERTIFICATION RETURNED				
SIGNATURE OF ADMINISTRATOR				DATE